



# PORTLAND VA MEDICAL CENTER

*Portland, Oregon Division  
Vancouver, Washington Division  
Community Based Outpatient Clinics  
Salem, OR Bend, OR  
Camp Rilea (Warrenton, OR)*



## NOTICE OF VACANCY\*AMENDED 12/18/09

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|---|--|---|---|
| 1. <u>Announcement Number</u><br><br><b>MP-09-0090-JB</b>                                 | 2. <u>Title, Series, Grade, Salary</u><br><br><b>Program Assistant<br/>(08316a)<br/>GS-344-6/7 or Target GS-7<br/>\$34,756 to \$50,207 per annum<br/>(Based on full-time employment)</b> | 3. <u>Tour of Duty</u><br><br><b>8am to 4:30 pm<br/>M-F</b> | 4. <u>Duty Station</u><br><br><b>Operative Care<br/>Division,<br/>Portland Division</b> |
| 5. <u>Type &amp; Number of Vacancies</u><br><br><b>Permanent<br/>1 Full-time position</b> | 6. <u>Contact</u><br><br><b>Human Resources Assistant<br/>503-273-5236</b>   | 7. <u>Opening Date</u><br><br><b>12/18/08</b>               | 8. <u>Closing Date</u><br><br><b>*1/06/09</b>   |

### WHO MAY APPLY TO THIS ANNOUNCEMENT:

- Career or career conditional employees and permanent Title 38 employees and permanent Title 38 Hybrid employees of the Portland VA Medical Center eligible under the interchange Agreement. Included are permanent employees of the Willamette National Cemetery, Regional Office, Veterans Outreach Center and Veteran's Canteen.

### MAJOR DUTIES:

The incumbent manages the OHSU/VA Operative Care Division (OCD) Residency Programs, including coordination of computerized scheduling of all monthly ward rotational assignments for over 200 medical students, interns, residents, attending staff, consult service staff for all surgical subspecialties, and fellows assigned to each subspecialty who all rotate to the VA at different times each month. These schedules change each 30 days. Incumbent controls and continually updates all divisional on-call schedules and attending schedules. In addition, schedules weekly and monthly conferences. Incumbent independently schedules and manages each year's new intern orientation program, working closely with various OHSU and VA departments, including but not limited to the Department of Surgery and GME offices. All incoming interns must have background checks, fingerprinting and computer accesses in place before the VA orientation date, all coordinated by this position. Additionally, will prepare monthly electronic timecard listing daily schedules for each resident and fellow assigned to the VA to allow for proper reimbursement to the VA via the OHSU disbursement agreement.

Manages the Otolaryngology and Vascular Fellowship Program, and the Dental and Eye care Residency/Fellowship Programs. This includes management of each candidate's interview and selection process, coordination of the VA hiring processes with both OHSU and the VA Human Resources Division. Additionally, incumbent manages and continually updates the online evaluation system using OHSU online programs. Use of this OHSU software requires coordination with the partner department at OHSU and their special training.

### **THIS POSITION IS IN THE BARGAINING UNIT**

### QUALIFICATION REQUIREMENTS:

**Eligibility:** U.S. Office of Personnel Management Qualification Standards Handbook for GS-344 series applies and may be reviewed in the Human Resources Management Service office. Regulatory requirements such as "time-in-grade" and "time after competitive appointment" are applicable.

**Specialized Experience:** Experience that equipped the applicant with the particular knowledge, skills, and abilities (KSA's) to perform successfully the duties of the position, and that is typically in or related to the position to be filled. To be creditable, specialized experience must have been equivalent to at least the next lower grade level.

**Substitution of Education for Experience:** Generally not applicable.

### BASIS OF RATING: (Knowledge, Skills, Abilities (KSAs))

***On a separate sheet of paper, provide a written, detailed response to each of the KSAs. Failure to respond to rating factors will result in applicant not being referred for the position:***

1. Knowledge of medical center organization and its programs.
2. Knowledge of GME and how that organization affects OCD and our teaching programs.
3. Ability to prioritize work according to urgency and time.
4. Knowledge of VA computer system and software available to VA employees.
5. Ability to find and analyze data to allow for more proficient resource delegation.

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6. Ability to communicate both verbal and written form.

### **CONDITIONS OF EMPLOYMENT:**

Although the duty station is shown in this announcement, it may be necessary to utilize the selected person's services at a different location within the Portland VA Medical Center commuting area if conditions require it in the future. Applicants without prior federal service will be appointed at step one of the grade.

Eligible employees may be non-competitively reassigned to fill this position as an exception to merit promotion.

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire noncitizens only in very limited circumstances where there are no qualified citizens available for the position.

If you are a male born after December 31, 1959, and are at least 18 years of age, civil service employment law (5 USC 3328) requires that you must register with the Selective Service System, unless you meet certain exemptions. A security clearance and a favorable suitability determination are required. Misconduct in prior employment, criminal, dishonest or disgraceful conduct, habitual use of intoxicating beverages, abuse of narcotics, drugs or other controlled substances, or reasonable doubt of loyalty to the United States are examples of reasons an offer of employment may be denied.

This is a developmental position. If selected below the target level, employee may be promoted without further competition upon satisfactory completion of qualification and eligibility requirements.

Public transit subsidy benefits are available. Carpooling assistance is provided. However, single occupancy parking is limited on main Portland campus.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

The United States Government does not discriminate in employment on the basis of race, color, religion, sex, national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, or other non-merit factor.

It is the policy of the Department of Veterans Affairs that all Federal wage and salary payments are paid to employees by Direct Deposit/Electronic Funds Transfer (DD/EFT).

### **HOW TO APPLY:**

**Portland VAMC Permanent employees must submit:**

1. [VAF 4078, Application for Promotion or Reassignment](#) (due 01/04/09)
2. [VAF 4676a, Employee Supplemental Qualifications Statement](#) (due 7 days after closing date).
3. [VAF 4667b, Supervisory Appraisal of Employee for Promotion](#) is optional but recommended (due 7 days after closing date).
4. MPQ – Merit Promotion Questionnaire is optional but recommended if you have qualifications pertaining to the position applied for but are not in your OPF.

**All application packets must be received in Human Resources by Close of Business (COB) on 1/4/09.**

Application forms may be obtained in Human Resources Office or on our external website,

<http://www.visn20.med.va.gov/Portland/mc/hr>.

*Applications may be mailed to:*

Portland VA Medical Center, P4HRMS

**Attn: MP-09-0090-JB**

PO Box 1034

Portland, OR 97207

*Or brought in person to:*

Portland VA Medical Center

3710 SW US Veterans Hospital Rd

Building 16, Room 300

Portland OR 97239

### **APPLICANT'S PLEASE NOTE:**

- Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications (particularly positions with a positive education requirement.). Therefore, applicants must report only attendance and/or degrees from schools accredited by accrediting institutions recognized by the U.S. Department of Education.
- Applicants can verify accreditation at the following website: <http://www.ed.gov/admins/finaid/accred/index.html>. All education claimed by applicants will be verified by the appointing agency accordingly.

### **IMPORTANT NOTICE ABOUT APPLICANT'S RESPONSIBILITY:**

- It is the applicant's responsibility to submit documentation to support his/her application for this position. Applicant is responsible for ensuring that all experience, formal training, award recognition, etc. are documented in the application package. Experience may include voluntary or other non-paid experience in the appropriate field. If you feel that your training record contains information pertinent to your qualifications, then you must submit a printed copy of your training record with your application package. Your training record will become part of the specific vacancy file and will not be filed in Official Personnel Folder. Human Resources Management Division will not photocopy any application material; applicants are responsible for making photocopies prior to submitting applications.

- It is the responsibility of the applicant to ensure timely receipt of the application, regardless of the method used for submission. The VA assumes no responsibility for the late delivery of applications (i.e. postal service delays). The Portland VA Medical Center will not accept FAX, or emailed applications or applications in a US government envelope.